



**APPLICATION FOR REAL PROPERTY TAX EXEMPTION FOR CAPITAL  
IMPROVEMENTS TO RESIDENTIAL PROPERTY**  
(Real Property Tax Law, Section 421-f)

(Instructions for completing this form are contained in Form RP-421-f-Ins)

1. Name and telephone no. of owner(s)

2. Mailing address of owner(s)

Day No. ( )

Evening No. ( )

3. Location of property (see instructions)

Street Address

School District

City/Town

Village (if any)

Property identification (see tax bill or assessment roll)

Tax map number or section/block/lot

4. Property for which exemption is sought is a \_\_\_one family/\_\_\_two family residence. (check one)

5. a. Square footage of residence without improvement \_\_\_\_\_ square feet

b. Square footage of residence with improvement \_\_\_\_\_ square feet

c. As measured by square footage in question 5b, is more than one-half of the residence  
at least five years old? \_\_\_yes \_\_\_no

6. a. Date of commencement of construction of improvement \_\_\_\_\_

b. Date completed (attach copy of certification of occupancy or other documentation of  
completion) \_\_\_\_\_

7. Describe the improvement for which exemption is sought (attach additional sheets if  
necessary).

8. Cost of improvement: \$\_\_\_\_\_ (supply documentation)

## **Certification**

I, \_\_\_\_\_, hereby certify that the information on this application and any accompanying papers constitute a true statement of fact.

\_\_\_\_\_  
**Signature of Owner**

\_\_\_\_\_  
**Date**

### -----**FOR ASSESSOR'S USE**-----

1. Date application filed: \_\_\_\_\_
2. Applicable taxable status date: \_\_\_\_\_
3. Action on application: \_\_\_\_\_ Approved \_\_\_\_\_ Disapproved (Reason):  
\_\_\_\_\_
4. Assessed valuation of parcel including improvement: \$\_\_\_\_\_
5. Assessed valuation of parcel excluding improvement: \$\_\_\_\_\_
6. Assessed valuation of improvement eligible for exemption: \$\_\_\_\_\_ \*  
(4. minus 5.)

\*This figure is the "exemption base" and must be recalculated in any year in which there is a change in level of assessment of 15 percent.

	<b>Percent Amount</b>	<b>Dollar Amount</b>
City/Town	_____ %	\$ _____
Village	_____ %	\$ _____
School District	_____ %	\$ _____
County	_____ %	\$ _____

\_\_\_\_\_  
**Assessor's signature**

\_\_\_\_\_  
**Date**